

# Asia Society Career Opportunity

**Location:** New York  
**Position:** Associate Director of School Partnerships, Education and Leadership (Grade 9) — Code 1420  
**Application Deadline:** July 18, 2014

As the [Asia Society International Studies Schools Network](#) moves into its second decade as a school development organization, we seek an accomplished educator and strategist to support the continued growth of our Network. As a member of the ISSN leadership team, the Associate Director of School Partnerships will engage new partners (schools or districts) to join the network, and support active ISSN schools through new products and services. In addition to these primary responsibilities, this team member will bring new knowledge and experiences to the team, with a diverse background in one or more areas, such as fund development, marketing or sales. The Associate Director of School Partnerships will be under the supervision of the ISSN Executive Director.

## Responsibilities:

- Lead ISSN's growth by:
  - Developing relationships with district, school, and community leaders interested in globalizing their approach to education through the ISSN model.
  - Nurturing and helping maintain strong relationships with current school and district partners.
  - Developing and maintaining a database of contacts and communication with potential partners.
  - Presenting at regional and national conferences.
- Define and execute the ISSN marketing, public relations, and sales strategy
- Cultivate new school and district partnerships in target regions.
- Use targeted networking, meetings, communications and other tools, as needed, to support strategic development.
- Generate proposals (i.e., Scope of Work) and, as needed, write selected grant proposals and/ or other targeted communications.
- Develop and track annual partner contracts.
- Oversee external communications regarding the ISSN (Newsletters, NING, social media).
- Develop and implement new ideas for tools and services that build ISSN's paying client base and help school and district clients meet their student achievement goals and school and staff development goals.
- Coordinate Study Tour visits to exemplar school sites, both for in-network visits and visits from high-profile external visitors.
- Speak with accuracy, authority, and confidence about the key aspects of the ISSN Design.

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**WORLD HEADQUARTERS:**  
725 Park Avenue  
New York, NY 10021-5088  
Phone 212.288.6400  
Fax 212.517.8315  
[www.asiasociety.org](http://www.asiasociety.org)

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- Occasionally conduct trainings, workshops, and presentations related to student assessment practices and the ISSN approach.
- Willing to travel domestically (up to 50% of time).
- Maintain accurate time, expense, and activity records.
- Other duties as assigned.

### Qualifications:

- Proven track record of developing collaborative relationships and partnerships with district/school administrators, funders or local/state/federal departments of education.
- Strong project management and organizational skills.
- Ability to self-direct and prioritize among competing goals and to initiate process improvements.
- Demonstrated ability to work well with others and build relationships across teams.
- Sales/customer orientation with a willingness and ability to articulate and sell ISSN's professional development services to others.
- Strong written and oral communication skills, including developing and delivering presentations/ professional development, and facilitating meetings. Includes ability to provide these services virtually, as needed.
- Effective public speaker with a diverse range of people, including potential clients, teacher audiences, organization leaders, and team meetings.
- Knowledge of public education reform efforts; some working knowledge of the Common Core Standards.
- Team player with a commitment to shared learning and the flexibility to adapt.
- Interest in being part of a fast-moving, dynamic team and contributing to building a successful, results-oriented business.
- Strong computer/ technology skills, including Excel, Word, and PowerPoint (and/ or their Mac equivalents), Google Docs, telecommunications, and other applications as needed to be successful in position.
- Ability to travel (up to 50%).
- Master's degree, preferably in Education, or Non-Profit Leadership, Training and Development, or other related discipline.
- 7-9 years of related work experience.

### Also preferred:

- Successful organization and implementation of staff development activities.
- Prior experience as a coach or trainer.
- Fund development or grant writing experience.
- Prior work experience within a district office, with knowledge of district systems, school/ leadership coaching, funding, and district alignment.

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### How to apply:

For positions in New York, please email your cover letter and resume, indicating position reference code 1420 and salary requirements, to:

[Educationjobs@asiasociety.org](mailto:Educationjobs@asiasociety.org)

Indicate job title and job code in the subject line. **Please indicate if now or in the future you will require sponsorship for an immigration-related employment benefit.** Resumes without cover letters will not be accepted. No phone calls, please. Only those candidates considered for an interview will be contacted. Please regard your resume as having been received unless your email is bounced back.

*Asia Society is an equal-opportunity employer.*

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